



DEPARTMENT OF THE ARMY
Headquarters, 78TH Division (Training Support)
SGT Joyce Kilmer USARC
91 Truman Drive South
Edison, NJ 08817-2487

REPLY TO
ATTENTION OF

S: 26 March 2004

27 January 2004

AFKR-TNJ-PR-RA

MEMORANDUM FOR

Commanders, All USARC Major Subordinate Commands, ATTN: DCSPER/G1/ACSPER/ACSPA
Commander, US Army Europe and Seventh Army, ATTN: AEAGC-RC-AR, APO AE 09007
Commander, US Army Pacific, ATTN: APRC-AR, Fort Shafter, HI 96858-5100
Commander, US Army Special Operations Command, ATTN: AOPE-RPB, Ft Bragg, NC 28307
Commander, US Army Human Resource Command, ATTN: DARP-EPA-SM, 1 Reserve Way,
St Louis, MO 63132-5200

SUBJECT: Announcement of Non-Nominative Command Sergeant Major (CSM) Position
Vacancy

1. Reference: AR 135-205, Chapter 6, Enlisted Personnel Management, 1 Sep 94.
2. The 78th Division (TS) is accepting applications for the non-nominative position of Command Sergeant Major, 3rd Battalion, 309th Regiment, (Combat Support/Combat Service Support), 2nd Brigade, 78th Division (Training Support), 1LT James McConnell USARC, 420 Electronics Pkwy., Liverpool, NY 13088-6097. Selected CSM will begin duties on or about 1 April 2004.
3. SUMMARY OF DUTIES: Serves as the Command Sergeant Major for the, 3rd Battalion, 309th Regiment, 2nd Brigade, 78th Division (TS). Serves as the principle advisor to the Commander and members of the Staff on all enlisted issues to include personnel, training and readiness posture. Monitors and reports all professional development trends to the Commander. Maintains liaison with the senior enlisted leadership throughout the Command, with higher headquarters, and professional military associations.
4. ELIGIBILITY CRITERIA: Command Sergeants Major, Sergeants Major with reappointment rights may submit applications for this position. TPU CSMs, IRR/IMA CSMs and AGR CSMs are eligible to apply. Applicants must be able to complete this assignment prior to reaching Maximum Years of Service or Mandatory Removal Date (age 60). Current CSMs must ensure that they will be released from their assigned organizations.
5. An AGR CSM who is selected for this non-nominative position must be released from active duty to accept this position.

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6. APPLICATION PROCEDURES: Submit your application directly SGM Bell, 78th Division (TS), ATTN: AFKR-TNJ-P, SGT Joyce Kilmer USARC, 91 Truman Drive South, Edison, NJ 08817-2487 to arrive not later than 26 March 2004.

7. The commander desires the following qualifications:

- a. Have previous experience at Battalion Level or higher.
- b. Have a thorough background in individual and unit training doctrine and TTPs.
- c. Possess excellent management, leadership, and communication skills.
- d. Meet height/weight standards IAW AR 600-9.
- e. Must possess a Secret Security Clearance.
- f. Must be available and willing to perform duty and travel above the regularly scheduled IDT and AT.

8. The application packet will be prepared in the following format.

TAB A. Current official photo.

TAB B. Biographical Summary (Figure 6-1, AR 135-205)

TAB C. Certified copies of DA Form 2A and DA Form 2-1.

TAB D. Certified copies of the last five NCOERs.

TAB E. Unit commander's certification that applicant meets height/weight standards IAW AR 600-9 and DA Form 5500-R or DA Form 5501-5, if applicable.

TAB F. DA Form 705 showing the last three APFTs.

TAB G. DA Form 1059 from Sergeants Major Academy (Graduates only)

TAB H. Statement signed by the applicant that the data contained in packet is current and accurate.

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9. The 78th Division (TS) point of contact is, COML (732) 867-2024 or email bellw@usarc-
emh2.army.mil

FOR THE COMMANDER:

//ORIGINAL SIGNED//

LTC, GS, USAR

Assistant Chief of Staff, G1